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Directory of
Registered
Private
Vocational
Schools

1979

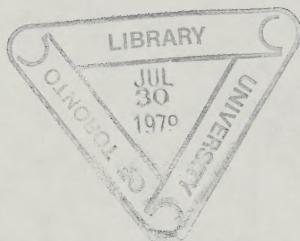
Government
Publications





Ministry
of
Education
Ontario

Bette Stephenson, M.D., Minister
Dr. H. K. Fisher, Deputy Minister



Registration of Private Vocational Schools

Private vocational schools offering one or more of the training categories listed in this booklet are approved under The Private Vocational Schools Act.

Registered schools are required to make application for registration annually. Only those schools which applied by January 31, 1979, for 1979 registration are listed in this directory.

Supervision of the operation of registered schools includes the approval of all advertising copy, graduation requirements, and fees charged for the courses. It also indicates that teacher qualifications are in accordance with the Act and that the courses registered have been reviewed for their validity.

Approval is required of accommodation, equipment, lighting and heating facilities.

This is a *partial* list of courses conducted by the schools.

Information regarding individual courses may be obtained by communicating directly with the appropriate school listed, or by contacting the Private Career Education Council at Suite 202, 1530 Albion Road, Rexdale, Ontario M9V 1B0, for information about its member schools.

The PCEC is a professional association of private vocational schools in Ontario. In the address section of the directory, the designation PCEC denotes member schools.

Many separate courses are available in each subject area. Courses vary widely in what they cover. For example, one course in radio may teach a student to repair radios, another may teach you to be an engineer with a broadcasting company. It is suggested that you write to the schools for complete information, and then choose the particular course you want.

The fact that two or more registered schools offer courses with similar titles does not mean that these courses are of equal merit or will be of equal value to you. It *does* mean that each school truthfully describes its offerings and that the fees charged are considered reasonable for the facilities available, and for the instruction and services rendered.

*Further information may be obtained from
John B. Hay
Superintendent of Private Vocational Schools
Ministry of Education
Mowat Block, Queen's Park
Toronto, Ontario M7A 1B8
(416) 965-5388*

Introduction

In choosing a vocation, it pays to select the educational institution which can best prepare you to compete in the job market. In certain fields, private vocational schools in Ontario can often provide a suitable alternative to the wide range of training offered by colleges and universities.

About one hundred and seventy-five private vocational schools in the province teach marketable skills to their students.

This booklet will help you select the registered private vocational school that is best suited to your needs. A few minutes' reading will help you to understand better what the schools offer and what costs and contract requirements are involved. It is important that you carefully consider your own aptitudes and career goals *before* you enrol.

What are Private Vocational Schools?

The registered private vocational schools offer training programs which deal with a single occupation or a number of related occupations.

These privately owned and operated schools of business, trade and technology offer training in secretarial and clerical work, bookkeeping, computer science, radio announcing, drafting, salesmanship, fashion modelling, hotel-motel management, engine repair, television electronics, court reporting, and other subjects. Programs may be provided in day or evening classes and, in many cases, by correspondence.

Do I have to be a high school graduate to enrol in a Private Vocational School?

Many schools do not require a particular level of education for enrolment. A high school diploma may be necessary, however, to obtain employment even if you have completed a training course designed to equip you with skills for the job.

Where can I obtain specific information about a particular course?

Write to the school listed in this directory and request information relating to costs, course content, length of training, entrance requirements, and starting dates for courses.

Are Private Vocational School Graduates accepted by employers?

No training program, be it in a college or university or a private vocational school, guarantees employment. A good course should, however, provide you with the skills to meet the minimum employment standards of a particular occupation.

A number of trades and vocations are regulated and require compulsory certification and apprenticeship training. Before enrolling in a course, you should inquire whether credit towards certification will be given. Contact the Industrial Training Branch, Ministry of Education, 10th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B8.

What financial assistance is available?

A limited number of private vocational schools are eligible to participate in various public financial assistance programs for students. Normally this assistance will apply only to courses six months or longer, with an entrance requirement of secondary school graduation. For more complete details consult the Student Awards Branch, Ministry of Education, 8th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 2B4.

A Private Vocational School sales representative must be licensed

Ontario law requires the school's agent to have a permit bearing the agent's name, and the name of the school represented, when meeting a prospective student away from the school. The representative's permit is endorsed by the Minister of Education as well as the Superintendent of Private Vocational Schools. An owner of a school is not required to have a permit if he or she does not enrol or sign contracts away from the premises of the school. *Do not deal outside the school with a representative who does not have such a permit.*

What should I consider when enrolling in a Private Vocational School?

1. Make sure that the school is registered to operate in Ontario.
2. Be sure you can afford the total cost of enrolment fee, tuition, laboratory fees, books, transportation, room and board, etc.
3. Be realistic in evaluating your own aptitudes. Be sure you have the physical and mental qualities and educational background to profit from the course you are considering.
4. *Read the contract and be sure you understand it before you sign.* Don't be in a hurry. Your signature makes this contract legally binding. Be suspicious of the representative who says you *must* enrol now. Get someone else to review the contract if you do not understand it.

A school is responsible only for those conditions or terms which appear in the contract and descriptive literature, nothing more. Any promises or statements that are made by the representative and are not contained in the contract or catalogue may not be the responsibility of the school.

5. Be sure you understand exactly how much it will cost if you interrupt your training. *The refund policy must be clearly stated on the contract.*
6. Are you willing to devote the time and energy needed to succeed in the course? Many who enrol in correspondence courses do not complete them.
7. If possible, visit a school, see the facilities and equipment and talk with currently enrolled students or graduates. *Talk with employers who have hired graduates.*

Key

Section 1 of this directory lists the courses available on a residence basis, full- or part-time.

Section 2 lists courses available by correspondence.

Section 3 lists the registered schools that offer the courses listed in the previous sections. The schools are listed in alphabetical order and are numbered sequentially for easy reference.

Should you be interested in either a residence or a correspondence course, turn to Section 1 or 2 respectively. The codes accompanying each course listing refer to the schools shown in Section 3 which offer that course.

Some correspondence courses require a terminal period of residence. Further information is available from individual schools.

Section 1:**Residence Courses**

Courses	Schools
Accounting	45, 88, 123
Air Conditioning and Refrigeration	45, 88, 118
Aircraft Mechanics	45, 88
Announcing (Radio and TV)	124
Appliance Servicing	45, 118
Art, Commercial	5, 45
Blueprint Reading	45
Bookkeeping	45, 151
Broadcasting (Radio and TV)	17, 124
Business Administration	45, 88
Business Management	123
Clerical	45
Computer Programming	45, 84, 118
Computer Technology	45
Construction Specification Writing	4
Culinary Arts	45
Data Processing	45, 84
Dental Office Assistant	16, 17
Diesel Engines	45, 88
Dog Breeder (Canine Care)	145
Drafting	45, 88
Dressmaking and Design	45
Electrician	45, 88
Electronics (Various)	45, 84, 85, 118
Engineering, Chemical	45, 88
Engineering, Civil	45, 88
Engineering, Electrical	45, 88
Engineering, Electronic	45, 88
Engineering, Mechanical	45, 88
Engineering, Professional License	45
Engineering, Structural	88
Esthetician	32
Export-Import	151
Heating and Ventilation	45, 88, 118
Hotel Operations	16, 17, 84, 88
Income Tax	14, 79, 157, 165
Interior Decorating	45, 88
Investigation and Security	45
Journalism	45
Kennel Operator	145
Library Science	45

Section 2:**Correspondence
Courses**

Management Accounting	45, 123
Management, Small Business	45
Management, Traffic	45
Marketing	45
Medical Office Assistant	16
Medical Office Practice	45, 84
Medical Records and Terminology	45, 84
Motel Operations	16, 17, 84, 88
Motor Mechanics	45, 88, 118
Office Practice and Management	45, 88
Paste-Up (Graphic Arts)	45
Photography	45
Power Plant Engineering and Operation	45, 88, 152
Purchasing	45
Receptionist	45
Retailing	45
Salesmanship	45, 88, 134
Secretarial	45, 88, 123
Secretarial, Executive	45, 88
Secretarial, Medical	45, 84, 88
Shorthand	45, 88, 151
Stationary Engineering	45, 88, 151
Stenography	45
Systems and Accounting (Computer)	45
Systems Analysis and Design	45
Telecommunications	45
Television Servicing	45, 88, 118 CR
Textiles	45
Travel Counsellor	15, 171
Television Copy Writing	124
Typing	45, 151
Upholstery	153

Courses	Schools
Accounting	38, 104, 121, 128, 132, 150
Acting (Radio, Stage, TV, Film)	168
Amusement Machine Service	172
Announcing (Radio and TV)	142
Bank Teller	19, 100, 101, 102, 103, 142
Bar Training	3, 7, 159
Blueprint Reading	87
Bookkeeping	8, 38, 98, 113, 121, 127, 128, 132, 143, 144, 148, 154, 160
Broadcasting (Radio and TV)	17, 17
Business Administration	115, 128, 132, 170, 173
Business Management	115, 132, 170
Clerical	25, 38, 115, 116, 119, 128, 131, 143, 144, 150, 170, 173, 174
Computer Operator	18, 24
Computer Programming	1, 18, 24, 26, 84, 89, 142
Computer Technology	18, 24
Cosmetology	11, 21, 175
Court Reporting	139
Culinary Arts	115
Customer Relations	99
Data Entry Operator	18, 19, 24, 26, 84, 89, 100, 101, 102, 103, 104, 115, 170
Data Processing	1, 18, 19, 24, 26, 84, 89, 100, 101, 102, 103, 104, 115, 142, 170
Dental Assistant	16, 17, 142
Dental Office Assistant	16, 17
Dicta Typing	8, 25, 39, 150, 170, 174
Drafting	87
Draping	105
Dressmaking and Design	41
Electrical Estimating	137
Electrolysis	23, 32, 34, 175
Electronics (Various)	1, 27, 138, 139
Engineering, Electrical	1
Engineering, Electronic	1, 27
Esthetician	32, 109, 175
Export-Import	150
Fashion Commentating	167
Fashion Design	2, 37, 105
Fashion Merchandising	150
Floristry	20, 133, 161
Haute Couture Techniques	37
Hotel Operations	15, 16, 17, 142

Section 2:

(Cont'd)

**Correspondence
Courses**

Income Tax	14, 22, 29, 31, 42, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 121, 157
Make-Up Artist (Stage, etc.)	33, 114, 146, 147, 166
Massage and Hydrotherapy	11, 55
Medical Office Assistant	16, 142
Medical Office Practice	84
Medical Records and Terminology	84
Medical Transcription	84
Millinery	2, 105
Modelling	2, 6, 9, 28, 33, 35, 36, 40, 44, 85, 91, 92, 93, 94, 95, 96, 97, 107, 114, 117, 120, 126, 135, 140, 141, 149, 152, 156, 158, 167
Motel Operations	15, 16, 17, 142
Office Practice and Management	150
Pattern Drafting (Fashion)	2, 37, 105, 136
Pattern Making	105
Photography (Fashion)	2
Photography (Modelling)	2, 28, 33, 35, 97, 117, 167
Porcelain Art	129
Professional Sewing	105
Receptionist	115, 143, 144, 170
Salesmanship	111, 134
Salesmanship (Dale Carnegie)	99
Secretarial	25, 38, 39, 83, 86, 98, 104, 115, 116, 125, 128, 131, 132, 142, 143, 144, 150, 169, 170, 173, 174
Secretarial, Accelerated	39, 119
Secretarial, Bilingual	106, 110, 154
Secretarial, Executive	39, 115, 128, 132, 154, 170, 174
Secretarial, Legal	39, 84, 98, 115, 128, 132, 154, 170, 173, 174
Secretarial, Medical	39, 84, 98, 115, 119, 128, 132, 154, 170, 173
Sewing	2
Shorthand	8, 38, 121, 127, 154, 174
Stenography	25, 38, 98, 119, 128, 131, 132, 143, 144, 150, 154, 173
Stenotype	139
Systems and Accounting (Computer)	18
Systems Analysis and Design	84
Tailoring	37
Textiles	2
Tractor-Trailer Training	12, 30, 162, 163, 164
Travel Counsellor	15, 90, 115, 142, 170, 171
Television Film Production	33, 168
Typing	8, 25, 38, 115, 116, 119, 121, 127, 131, 143, 144, 150, 154, 170, 174
Upholstery	13, 30
Welding (Various)	10, 43, 87, 108, 112, 122

**Section 3 :
Schools**

1. A.M.J. Electronic College
275 First Avenue
Ottawa K1S 2G7
Telephone: (613) 238-2800
Manager: Mr. A.M. Jotoff
PCEC
2. Academy of Fashion Limited
3rd Floor
2010 Yonge Street
Toronto M4S 1Z9
Telephone: (416) 481-6124
Manager: Mr. S. Bodo
PCEC
3. Academy of Hotels, Inns, Restaurant Employees
33 John Street South
Hamilton L8N 2B8
Telephone: (416) 527-1571
Manager: Mr. J.J. Mueller
4. Architectural Technology & Building Courses Inc.
Mail only:
Box 791, Station A
Toronto
Training: 2002 Ingledale Road
Mississauga
Telephone: (416) 822-4146
Manager: Mr. M. Jones
5. Art Instruction Schools, Inc.
53 Highcroft Road
Barrie L4N 2X6
Telephone: (705) 726-8351
Manager: Mr. G. Worrall
6. Auston Professional Modelling of Windsor Inc.
2853 Howard Avenue
Windsor N8X 3Y4
Telephone: (519) 969-8617
Manager: Mr. R. Parr
7. Bar Training Headquarters of Ontario
1166 Dundas Street West
Toronto M6J 1X4
Telephone: (416) 534-4912
Manager: Mr. A. D'Angelo
PCEC
8. Bramalea Business School
102 East Drive
Bramalea L6T 1B3
Telephone: (416) 791-7610
Manager: Mr. W. Wolfs
9. Cameo School of Self Improvement and Modelling
379 Queen Street South
Kitchener N2G 1W6
Telephone: (519) 744-8989
Manager: Mrs. J. Heaton
10. Canada Welding Trade School
26 Balsam Avenue North
Hamilton L8L 6Y2
Telephone: (416) 544-1284
Manager: Mr. J. MacDonald
11. Canadian College of Massage and Hydrotherapy
Mail only:
P.O. Box 983
Sutton West LOE 1R0
Training:
85 Church Street
Sutton
Telephone: (416) 722-3162
Manager: Mrs. E. Szasz

12. Canadian Institute of Tractor Trailer Training Ltd.
Mail only:
207 Queen's Quay West
Suite 318
Toronto M5J 1A7
Training:
Base Line Road
Sutton West
Telephone: (416) 864-9381
Manager: Mr. W.K. Smith
PCEC

13. Canadian School of Custom Upholstery
111 Tycos Drive
Toronto M6B 1W3
Telephone: (416) 781-6601
Manager: Mr. M. Lany
PCEC

14. Canadian School of Tax Accounting
150 Eglinton Avenue East
Suite 101
Toronto M4P 1E8
Telephone: (416) 488-5404
Manager: Mr. D.C. Smylie

15. Canadian School of Travel
2221 Yonge Street
Toronto M4S 2B1
Telephone: (416) 481-2214
Manager: Mr. M.K. Panjvani
PCEC

16. Career Canada Limited (Ottawa)
2315 Riverside Drive
Billings Bridge Plaza
Ottawa K1H 7X6
Telephone: (613) 523-8355
Manager: Mr. J. Welch

17. Career Canada Limited
55 Queen Street East
Toronto M5C 1R6
Telephone: (416) 363-3721
Manager: Mr. J.M. McSweeney
PCEC

18. Career Learning Centres
4881 Yonge Street
Suite 600
Willowdale M2N 5X3
Telephone: (416) 226-9111
Manager: Mr. A.D. Provencher
PCEC

19. Century Business Academy Inc.
43 Eglinton Avenue East
Suite 606
Toronto M4P 1A2
Telephone: (416) 486-6772
Manager: Ms. D.S. Warren

20. Char-Ron School of Floral Design
25 King William Street
Hamilton L8R 1A1
Telephone: (416) 528-0141
Manager: Mr. R. Orme

21. Cheek to Cheek Cosmetics
4841 Yonge Street
Sheppard Centre
Willowdale M2N 5X3
Telephone: (416) 222-2630
Manager: Ms. H. Farrar

22. City Income Tax and Book-keeping Service
Mail only:
P.O. Box 942
Cornwall K6H 5V1
Training:
1380 Second Street East
Cornwall
Telephone: (613) 933-0714
Manager: Mr. D.W. Liboiron

23. Clark School of Electrolysis
91 Sheppard Avenue East
Willowdale M2N 3A3
Telephone: (416) 221-8804
Manager: Mrs. M.E. Clark
PCEC

24. Control Data Education Institute
50 Hallcrown Place
Willowdale M2J 1P7
Telephone: (416) 491-9191
Manager: Mr. A.T. Murray
PCEC

25. Cooksville Business School
95 Dundas Street West
Mississauga L5B 1H7
Telephone: (416) 279-7980
Manager: Ms. G.L. Scanlan

26. D.M.D. Career Training Inc.
Suite 103
232 King Street North
Waterloo N2J 2Y7
Telephone: (519) 886-6511
Manager: Ms. D.M. Driscoll

27. DeVry Institute of Technology, a Division of Bell & Howell Ltd.
970 Lawrence Avenue West
Toronto M6A 1C5
Telephone: (416) 787-1663
Manager: Mr. P.J. Dykstra
PCEC

28. Dorie Modelling Limited
28 Dundas Street East
2nd Floor
Mississauga L5A 1W2
Telephone: (416) 275-9604
Manager: Ms. D. Wimmer

29. E.B.S. Services of Canada Limited
2897 Danforth Avenue
Toronto M4C 1M3
Telephone: (416) 699-0266
Manager: Mr. D. Hayden

30. Eastern Ontario School of Trucking
P.O. Box 946
R.R. #5, Del Zotto Avenue
Ottawa K1G 3N3
Telephone: (613) 822-2011
Manager: Mr. D. Sutherland

31. Eaton's Tax Service Limited
1235 Bay Street
7th Floor
Toronto M5R 3L4
Telephone: (416) 928-0611
Manager: Mr. J. Maguire

32. Edith Serei Co. Ltd.
181 Eglinton Avenue East
Toronto M4P 1J9
Telephone: (416) 482-2773
Manager: Mrs. Mary Ross
PCEC

33. Eleanor Fulcher Limited
667 Yonge Street
2nd Floor
Toronto M4Y 1Z9
Telephone: (416) 924-9633
Manager: Ms. E. Fulcher
PCEC

34. Electrolysis Educational Institute
33 Bloor Street East
Suite 208
Toronto M4W 3H1
Telephone: (416) 922-7343
Manager: Ms. V.F.A. Bellefeuille

35. Elegance School of Self Improvement and Modelling
Mail only:
15 Gustin Avenue
Lambeth N10 1S0
Telephone: (519) 652-3157
Training:
190 Wortley Road
London
Telephone: (519) 472-4375
Manager: Mrs. P. Hugill, Mrs. R. Erdt

36. Elen Henderson Finishing & Modelling Agency Limited
1262 Don Mills Road
Suite 18-19
Don Mills M3B 2W7
Telephone: (416) 444-9571
Manager: Mrs. S. Cheatley

37. Ellen Peterson's Fashion Institute
Mail only:
P.O. Box 3271, Station D
Willowdale M2R 3G6
Training:
Suite N-5
Towne & Countrye Square
Yonge Street & Steeles Avenue
Willowdale
Telephone: (416) 222-4533
Manager: Mrs. E. Peterson
PCEC

38. Ethel Gould Business College
1300 Carling Avenue
Ottawa K1Z 7L2
Telephone: (613) 729-8151
Manager: Mr. F.E. Kajfes, Mr. M.T. Valentine

39. Etobicoke Business College
4127 Dundas Street West
Toronto M8X 1X2
Telephone: (416) 233-5471
Manager: Miss B. Rowett
PCEC

40. Feo Bello Modelling Agency and Finishing School
148 Bank Street
Ottawa K1P 5N8
Telephone: (613) 232-3734
Manager: Ms. S. Burvill

41. Galasso School of Fashion Design
452 Danforth Avenue
Toronto M4K 1P4
Telephone: (416) 461-4415
Manager: Miss J.M. Galasso

42. General Tax Schools
2039 Yonge Street
Toronto M4S 2B1
Telephone: (416) 488-7873
Manager: Ms. D. Gardiner

43. General Welding School Ltd.
61-63 Jarvis Street
Toronto M5C 2H2
Telephone: (416) 363-7635
Manager: Mr. J. R. Lee

44. Gloria Moody Charm and Modelling School
Mail only:
1420 Isabella Street
Thunder Bay P7E 5B9
Training:
St. Andrews Presbyterian Church
Brodie Street
Thunder Bay
Telephone: (807) 622-9084
Manager: Mrs. G. Moody

45. Granton Institute of Technology
263 Adelaide Street West
Toronto M5H 1Y2
Telephone: (416) 364-5218
Manager: Mr. C.R.C. Hope
PCEC

46. H & R Block
Mail only:
Box 1690
Atikokan P0T 1C0
Training:
145 Elm Crescent
Atikokan
Telephone: (807) 597-6456
Manager: Ms. Kaartinen

47. H & R Block
41 Yonge Street South
Aurora L4G 1L8
Telephone: (416) 727-5504
Manager: Ms. J. Cummings

48. H & R Block
55 Dunlop Street West
Barrie L4N 1A3
Telephone: (705) 726-3822
Manager: Mr. T.E. McBride

49. H & R Block
298 Coleman Street
Belleville K8P 3J1
Telephone: (613) 966-3742
Manager: Mr. B. Fyke

50. H & R Block (Canada) Ltd.
80-A Queen Street West
Brampton L6X 1A3
Telephone: (416) 272-1110
Manager: Mr. W. Langdon

51. H & R Block (Canada) Ltd.
53 Coborne Street
Brantford N3T 2G4
Telephone: (519) 759-3560
Manager: Mr. R. Landry

52. H & R Block (Canada) Ltd.
Mail only:
1315 Main Street East
Hamilton L8K 1B4
Training:
498 Brant Street
Burlington
Telephone: (416) 547-7585
Manager: Mr. D. Doherty

53. H & R Block
11 Argyle Street North
Caledonia NOA 1A0
Telephone: (416) 765-6436
Manager: Mr. R. Pleasance

54. H & R Block (Canada) Ltd.
Mail only:
693 King Street West
Kitchener N2G 1C9
Training:
32 Water Street South
Cambridge
Manager: Mr. A. Hall

55. H & R Block
127 St. Clair Street
Chatham N7L 3J2
Telephone: (519) 352-6712
Manager: Ms. I. Cavlina

56. H & R Block
229 Chestnut Street
Dunnville N1A 2H2
Telephone: (416) 774-7015
Manager: Mr. L. Topolinsky

57. H & R Block (Canada) Ltd.
Mail only:
5904 Main Street
Niagara Falls L2G 5Z8
Training:
70 Jarvis Street
Fort Erie
Telephone: (416) 356-4731
Manager: Mr. J.D. McLean

58. H & R Block (Canada) Ltd.
Mail only:
693 King Street West
Kitchener N2G 1C9
Training:
123 Woolwich Street
Guelph
Telephone: (519) 743-0372
Manager: Mr. A. Hall

59. H & R Block (Canada) Ltd.
1315 Main Street East
Hamilton L8K 1B4
Telephone: (416) 547-7585
Manager: Mr. D. Doherty

60. H & R Block (Canada) Ltd.
40 Princess Street
Kingston K7L 1A4
Telephone: (613) 548-4446
Manager: Mr. J. Jeavons

61. H & R Block (Canada) Ltd.
Mail only:
693 King Street West
Kitchener N2G 1C9
Training:
2359 Kingsway Drive
Kitchener
Telephone: (519) 743-0372
Manager: Mr. A. Hall

62. H & R Block
24 Erie Street North
Leamington N8H 2Z3
Telephone: (519) 326-1135
Manager: Ms. C.A. Nesbitt

63. H & R Block (Canada) Ltd.
572 Dundas Street
London N6B 1W8
Telephone: (519) 438-6511
Manager: Mr. J. Langdon

64. H & R Block (Canada) Ltd.
3045 Hurontario Street
Mississauga L5A 2G9
Telephone: (416) 272-1110
Manager: Mr. W. Langdon

65. H & R Block (Canada) Ltd.
5904 Main Street
Niagara Falls L2G 5Z8
Telephone: (416) 356-4731
Manager: Mr. J. McLean

66. H & R Block (Canada) Ltd.
121 Kerr Street
Oakville L6K 3A4
Telephone: (416) 272-1110
Manager: Mr. W. Langdon

67. H & R Block (Canada) Ltd.
15 Bond Street East
Oshawa L1G 1A8
Telephone: (416) 723-7071
Manager: Mr. N. Egerton-Jones

68. H & R Block (Canada) Ltd.
593½ Bank Street
Ottawa K1S 3T4
Telephone: (613) 232-1168
Manager: Mr. G. Gauvin

69. H & R Block
781-2nd Avenue East
Owen Sound N4K 2G9
Telephone: (519) 376-8641
Manager: Mr. E.D. Ford

70. H & R Block (Canada) Ltd.
418 Water Street
Peterborough K9H 3L8
Telephone: (705) 743-3641
Manager: Mr. A. Dixon

71. H & R Block (Canada) Ltd.
Mail only:
5904 Main Street
Niagara Falls L2G 5Z8
Training:
Grantham Plaza
St. Catharines
Telephone: (416) 356-4731
Manager: Mr. J.D. McLean

72. H & R Block (Canada) Ltd.
Mail only:
572 Dundas Street
London N6B 1W8
Training:
468 Talbot Street
St. Thomas
Telephone: (519) 438-6511
Manager: Mr. J. Langdon

73. H & R Block (Canada) Ltd.
104 South Christina Street
Sarnia N7T 2M6
Telephone: (519) 337-8531
Manager: Mr. J. Paterson

74. H & R Block (Canada) Ltd.
134-B Gore Street
Sault Ste. Marie P6A 1M1
Telephone: (705) 949-1219
Manager: Mrs. J.B. Landers

75. H & R Block (Canada) Ltd.
46 Wellington Street
Stratford N5A 2L2
Telephone: (519) 273-3758
Manager: Mr. M. Sonik

76. H & R Block (Canada) Ltd.
1014 Victoria Avenue East
Thunder Bay P7C 1B6
Telephone: (807) 623-0131
Manager: Ms. M. McDougall

77. H & R Block
36 Pine Street South
Timmins P4N 7W7
Telephone: (705) 267-5652
Manager: Mr. G. LePage

78. H & R Block (Canada) Ltd. Tax Training Institute
3-3440 Pharmacy Avenue
Scarborough M1W 2P8
Telephone: (416) 497-0774
Manager: Mr. A.T. Dahdah

79. H & R Block (Canada) Ltd.
2059 Yonge Street
Toronto M4S 2A2
Telephone: (416) 485-1141
Manager: Mr. P. French
PCEC

80. H & R Block (Canada) Ltd.
21 Hellenes Avenue
Welland L3B 3A8
Telephone: (416) 735-3510
Manager: Mr. J. McLean

81. H & R Block (Canada) Ltd.
1478 Wyandotte Street East
Windsor N9A 1S6
Telephone: (519) 252-7131
Manager: Mr. O. Ferrera

82. H & R Block
361 Dundas Street
Woodstock N4S 1B6
Telephone: (519) 539-2461
Manager: Mr. T.R. Bitz

83. Hamilton Secretarial College
Mail only:
36 James Street South
Hamilton L8P 2Y2
Training:
12th Floor
Pigott Building
Hamilton
Telephone: (416) 527-5331
Manager: Mr. E. H. Schellenberg
PCEC

84. Herzing Institutes of Canada
Suite 310
44 Eglington Avenue West
Toronto M4R 1A1
Telephone: (416) 484-6996
Manager: Mr. J.B. Murchie
PCEC

85. Holly Kristen Models Agent
285 Avenue Road
Toronto M4V 2C8
Telephone: (416) 961-7841
Manager: Ms. H. Kristen

86. Huntsville Secretarial Teaching Service
19 Rogers Road
Huntsville P0A 1K0
Telephone: (705) 789-4267
Manager: Mrs. M. Cockram
PCEC

87. Institute of Technical Trades Limited
734 Kipling Avenue
Toronto M8Z 5G5
Telephone: (416) 255-2369
Manager: Mr. E.T. O'Shaughnessy
PCEC

88. International Correspondence Schools Canadian, Limited
859 Kingsmere Avenue
Ottawa K2A 3J8
Telephone: (613) 722-2149
Manager: Mr. J.G. Shaughnessy
PCEC

89. International Data Processing Institute (Hamilton) Limited
139 King Street East
Hamilton L8N 1B1
Telephone: (416) 528-1108
Manager: Mr. W.J. Bodner
PCEC

90. International School of Travel
2269 Yonge Street
Toronto M4P 2C7
Telephone: (416) 486-7788
Manager: Mr. R.D. Mowder

91. International Top Models
153½ King Street East
Hamilton L8N 1B1
Telephone: (416) 528-0021
Manager: Mr. G. Bell

92. International Top Models
39 Water Street North
Kitchener N2H 5A6
Telephone: (519) 578-3880
Manager: Mr. G. Bell

93. International Top Models
402½ Clarence Street
London N6A 3M7
Telephone: (519) 438-4137
Manager: Mr. G. Bell

94. International Top Models
185 Somerset Street West
Suite 201
Ottawa K2P 0J2
Telephone: (613) 236-9575
Manager: Mr. G. Bell

95. International Top Models
709 Yonge Street
Toronto M4Y 2B4
Telephone: (416) 923-7200
Manager: Mr. G. Bell

96. Jean Banfield Charm & Modelling School
1884 Eglington Avenue East
Suite 227
Scarborough M1L 2L1
Telephone: (416) 752-3331
Manager: Ms. K. Kluck

97. Jennifer Walmsley Modelling School
338 Queen Street East
Suite 204
Brampton L6V 1C4
Telephone: (416) 457-8373
Manager: Ms. J. Walmsley

98. The Johnson Business Academy
2nd Floor
Tope Building
719 Main Street West
Hamilton L8S 1A3
Telephone: (416) 523-4494
Manager: Mrs. M.R. Johnson

99. K. D. Crone and Associates Inc.
1041 Main Street East
Hamilton L8M 1N5
Telephone: (416) 549-1327
Manager: Mr. K.D. Crone
PCEC

100. Karen Hall Careers
36 James Street South
Hamilton L8P 2Y2
Telephone: (416) 824-5235
Manager: Ms. S. Mossinday

101. Karen Hall Careers
241 King Street West, Suite #1
Kitchener N2G 1B3
Telephone: (519) 743-4691
Manager: Ms. K.J. Hall

102. Karen Hall Careers
3031-A Hurontario Street
Mississauga L5A 2G9
Telephone: (613) 276-2683
Manager: Ms. K.J. Hall

103. Karen Hall Careers
1814-A Eglinton Avenue East
Suite 208
Scarborough M1L 2L2
Telephone: (416) 751-3324
Manager: Ms. K.J. Hall

104. King's Business College Limited
1119 Victoria Avenue East
Thunder Bay P7C 1B7
Telephone: (807) 622-7061
Manager: Mr. C.W. King
PCEC

105. L'Academie des Couturiers Canadiens
Mail only:
423 Sussex Drive
Ottawa K1N 6Z3
Training:
267 Dalhousie Street
Ottawa
Manager: Mr. R. Robinson

106. LaFortune Business College
447 Sussex Drive
Ottawa K1N 6Z4
Telephone: (613) 233-4791
Manager: Mr. D. LaFortune
PCEC

107. Lakehead Modelling School & Agency
176 Rupert Street
Thunder Bay P7B 3X1
Telephone: (807) 344-5973
Manager: Ms. P. Potts

108. Lambton Technical School
150 Exmouth Street
Sarnia N7T 5M3
Telephone: (519) 337-7527
Manager: Mr. G. Chatzissavas

109. Lam School of Advanced Esthetics
3601 Lawrence Avenue East, #21
Scarborough M1G 1P5
Telephone: (416) 431-5190
Manager: Mr. H. Lam

110. Larocque Bilingual Business College
276½ Dalhousie Street
Ottawa K1N 7E6
Telephone: (613) 236-0443
Manager: Mrs. E.J. Larocque

111. Leadership Training Services Limited
1814-A Eglinton Avenue East
Scarborough M1L 2L2
Telephone: (416) 752-7112
Manager: Mr. F. N. Lightfoot

112. Lincoln School of Welding
R.R. #2
Trenton K8V 5P5
Telephone: (613) 392-4826
Manager: Mr. E. Jones
PCEC

113. London School of Business
Suite 410
2 Bloor Street West
Toronto M4W 3E2
Telephone: (416) 923-7352
Manager: Ms. L. Krongold
PCEC

114. Loraine Hammond Agency
298 Elgin Street
Ottawa K2P 1M3
Telephone: (613) 232-9467
Manager: Mr. J.E. Saykali

115. Lougheed Business College Limited
445 King Street West
Kitchener N2G 1C2
Telephone: (519) 579-3160
Manager: Mr. L. G. Lougheed
PCEC

116. MacKinnon Business School
53 Queen Street
Ottawa K1P 5C5
Telephone: (613) 233-6567
Manager: Mrs. F.C. Allin

117. Marguerite Bant Modelling and Finishing
School
159 Lake Street
St. Catharines L2R 5Y6
Telephone: (416) 684-8400
Manager: Ms. M. Bant
PCEC

118. McGraw-Hill Continuing Education
Center
330 Progress Avenue
Scarborough M1P 2Z5
Telephone: (416) 293-1911
Manager: Mr. S. J. Kenmuir
PCEC

119. Metzler Business School
Mail only:
P.O. Box 41
Kingston K7L 4V6
Training:
77 Brock Street
Kingston
Telephone: (613) 546-1254
Manager: Mrs. P. Owen
PCEC

120. Michael Boynton Studios
Mail only:
P.O. Box 2033
Bramalea L6T 3S5
Training:
150 Central Park Drive
Bramalea
Telephone: (416) 457-9128
Manager: Mr. M. Boynton

121. Monteith Institute of Business Education
97 Eglinton Avenue East Suite 205
Toronto M4P 1H7
Telephone: (416) 485-6081
Manager: Mr. H.G. Monteith
PCEC

122. Mountain School of Welding
1495 Upper James Street
Hamilton L9B 1K2
Telephone: (416) 383-7827
Manager: Mr. R. Jolley

123. National College
5740 Yonge Street, Suite 204
Willowdale M2M 3T4
Telephone: (416) 225-6476
Manager: Mr. D.A. MacLean

124. National Institute of Broadcasting
1055 Yonge Street
Suite 200
Toronto M4W 2L2
Telephone: (416) 921-7811
Manager: Mr. J.C. Dickins
PCEC

125. Niagara Commercial College Limited
4509 Queen Street
Niagara Falls L2E 2L4
Telephone: (416) 356-3141
Manager: Mrs. A. Henderson

126. Nicolas Harvey Academy of Modelling
10 Broadalbaine Street
Toronto M4Y 1C3
Telephone: (416) 962-7297
Manager: Mr. L. Thomas

127. North Park Business School
9780 Bramalea Road
Suite 204
Bramalea L6S 2P1
Telephone: (416) 791-5856
Manager: Mrs. B. Broadhurst

128. Ontario Business College
54 Victoria Avenue
Belleville K8N 1Z7
Telephone: (613) 962-0870
Manager: Mr. A. Greer
PCEC

129. Ontario School of Porcelain Art
960 Scarlett Road
Weston M9P 2V7
Telephone: (416) 245-6282
Manager: Ms. V. Galli

130. Ontario School of Upholstery
185 Limestone Crescent
Downsview M3J 2R1
Telephone: (416) 661-9247
Manager: Mr. J.A. Smith

131. Oshawa Business College
18 Simcoe Street North
Oshawa L1G 4R8
Telephone: (416) 728-0052
Manager: Mr. H.M. Burns

132. Park Business College
Room 555
Federal Building
72 James Street North
Hamilton L8R 2K5
Telephone: (416) 522-5500
Manager: Mr. L. C. Freure
PCEC

133. Pauline Floral School of Design
1180 Bloor Street West
Toronto M6H 1N1
Telephone: (416) 531-3531
Manager: Mr. R.P. Ross

134. Professional Development Institute
379 Stevenson Street North
Guelph N1E 5C1
Telephone: (519) 821-0311
Manager: Mr. A.A. Dickson

135. Professional Studios—School of Self
Improvement & Model Agency
Mail only:
P.O. Box 878
Waterloo N2J 1S1
Training:
Imperial Building
189 Mary Street
Waterloo
Telephone: (519) 744-8841
Manager: Miss C. Huehn

136. The Profili School of Pattern Design
373-A Eglinton Avenue West
Toronto M5N 1A3
Telephone: (416) 481-3578
Manager: Mr. G. Profili

137. Progressive Estimating (Vocational
School) Ltd.
Mail only:
P.O. Box 6033, Station D
London N5V 2Y3
Training:
YMCA/YWCA 1050 Hamilton Road
London
Telephone: (519) 681-8841
Manager: Mr. D.L. Jenkins

138. Radio College of Canada
243 College Street
Toronto M5T 2Y1
Telephone: (416) 598-4004
Manager: Mr. H.J. Nichol
PCEC

139. Radio Electronic Television School
8 Dundas Street West
Toronto M5G 1B7
Telephone: (416) 364-1161
Manager: Mr. J.D. Hatch
PCEC

140. Raffael's School of Modelling
19 MacDonnell Street
Guelph N1H 2Z4
Telephone: (519) 821-2392
Managers: Mrs. K. Campbell, Mr. B.
Laidlaw

141. Rita Mansfield Agency Modelling and
Finishing School
162 Holmwood Avenue
Ottawa K1S 2P4
Telephone: (613) 235-7351
Manager: Ms. R. Mansfield

142. Ross Academy
297 Adelaide Street South
London N5Z 3K7
Telephone: (519) 686-5233
Manager: Mr. P. Ross

143. St. Catharines Business College
124 Geneva Street
St. Catharines L2R 4N5
Telephone: (416) 685-9421
Manager: Mr. E.H. Schellenberg
PCEC

144. St. Catharines Business College
40 Division Street
Welland L3B 3Z6
Telephone: (416) 735-6180
Manager: Mr. E.H. Schellenberg
PCEC

145. The School of Canine Science
4981 Appleby Line
R.R. #6
Milton L9T 2Y1
Telephone: (416) 335-8093
Manager: Mrs. C. Gardiner

146. The School of Makeup Art
99 Yorkville Avenue
Cumberland Court
Toronto M5R 3K5
Telephone: (416) 961-1300
Manager: Ms. C. White

147. The School of Make-up Technique
274 Avenue Road
First Floor
Toronto M4V 2G7
Telephone: (416) 923-6013
Manager: Ms. V. Campbell

148. The School of Practical Accounting
Mail only:
P.O. Box 937, Station Q
Toronto M4T 2P2
Training:
1430 Yonge Street
Suite 205
Toronto
Telephone: (416) 922-3535
Manager: Mr. E.J. McCormack

149. Select Models
50 St. Paul Street
St. Catharines L2R 3M2
Telephone: (416) 684-2258
Manager: Ms. N. Haskell

150. Shaw Central College
2436 Yonge Street
Toronto M4P 2H4
Telephone: (416) 481-6477
Manager: Mr. L.H. Porter
PCEC

151. Shaw Home Study College
2436 Yonge Street
Toronto M4P 2H4
Telephone: (416) 481-6477
Manager: Miss O. Patterson

152. Stevens Finishing School of Hamilton First Place
350 King Street East
Suite 207
Hamilton L8N 1C2
Telephone: (416) 528-5901
Manager: Ms. P. Fisher

153. Students School of Custom Upholstery
495-97 Champagne Drive
Downsview M3J 2C6
Telephone: (416) 633-5552
Manager: Mrs. A. Shapiro

154. Sudbury Business College
4th Floor
30 Elgin Street North
Sudbury P3C 5B4
Telephone: (705) 673-8213
Manager: Mrs. E. Smith
PCEC

155. Sutherland-Chan School and Teaching Clinic
402 Spadina Avenue
Toronto M5T 2G7
Telephone: (416) 366-1712
Manager: Ms. G. Chan

156. Sylvia Reiser Modelling & Self-Development School
35 Geneva Drive
Hamilton L9C 3Z4
Telephone: (416) 389-1455
Manager: Mrs. S. Reiser

157. Tax Time Services Limited
Unit 13
1121 Invicta Drive
Oakville L6H 2R2
Telephone: (416) 844-7580

158. Team One Modelling Agency & School
274 Avenue Road
Toronto M4V 2G7
Telephone: (416) 923-6166
Manager: Ms. V. Campbell
PCEC

159. Toronto Bartenders Training School
617-A Bloor Street West
Toronto M6G 1K8
Telephone: (416) 531-3027
Manager: Mr. R. Robinson

160. The Toronto School of Business
Mail only:
Box 1056, Station B
Willowdale M2K 2T6
Training:
5592 Yonge Street
Willowdale
Telephone: (416) 883-4611
Manager: Mr. A.N. Ebedes

161. Toronto School of Floral Design
2628 Yonge Street
Suite 2
Toronto M4P 2J4
Telephone: (416) 482-3003
Manager: Ms. M.L. Kruchak

162. Transport Driver Training School
Mail only:
P.O. Box 3186
Cambridge-Preston N3H 4S6
Training:
660 Fountain Street North
Cambridge-Preston
Telephone: (519) 653-2002
Manager: Mr. M. Orr

163. Tri-County Truck Driver Training
300 Coborne Street East
Brantford N3S 3M9
Telephone: (416) 756-5552
Manager: Mr. J. Wynia, Mr. G. Elder

164. Tri-County Truck Driver Training
650 King Street East
Kitchener 2M3
Telephone: (519) 744-7521
Manager: Mr. J. Wynia, Mr. G. Elder

165. U & R Tax Services
118 Roxborough Drive
Toronto M4W 1X4
Telephone: (416) 925-1597
Manager: Mrs. A. Melhuish

166. Visage School of Cosmetic Artistry
Mail only:
3875 Chesswood Drive
Downsview M3J 2R8
Training:
55 Avenue Road
(Hazelton Lanes)
Toronto
Telephone: (416) 630-7411
Manager: Ms. C. Baker

167. Walter Thornton School of Personal Improvement and Modelling
60 Avenue Road
Toronto M5R 2H1
Telephone: (416) 923-4629
Manager: Ms. I. Monte
PCEC

168. Weist-Barron School of Television Canada Limited
1260 Bay Street
Suite 511
Toronto M5R 2B5
Telephone: (416) 960-3588
Manager: Ms. M. Lane

169. Weller College Limited
22 Balliol Street
Suite 108
Toronto M4S 1C1
Telephone: (416) 483-6118
Manager: Mr. E.R. Sutton

170. Westervelt Business School Limited
190 Wortley Road
London N6C 4Y7
Telephone: (519) 679-0780
Manager: Mr. L. G. Lougheed
PCEC

171. Westervelt Travel Institute Limited
190 Wortley Road
London N6C 4Y7
Telephone: (519) 679-0780
Manager: Mr. L.G. Lougheed
PCEC

172. Weston Amusement's Service School
3419 Weston Road
Weston M9M 2V9
Telephone: (416) 745-8780
Manager: Mr. D. Flagiello

173. Weston Business College
1778 Weston Road
Weston M9N 1V8
Telephone: (416) 247-5741
Manager: Mr. A. Bhabha
PCEC

174. Willis Business College Limited
85 O'Connor Street
Ottawa K1P 5M6
Telephone: (613) 233-1127
Manager: Mrs. M.A. Service

175. Zehava School of Esthetics and Cosmetology
292 Wilson Avenue
Downsview M3H 1S8
Telephone: (416) 633-6330
Manager: Mrs. Z. Saarony

Retention and Repayment of Fees

Enrolment in a private vocational school shall be, by means of a contract, approved by the Superintendent of Private Vocational Schools and signed by both the applicant and the school. In the case of a minor below the age of 18, the signature of a guarantor must be included. An original copy of the contract will be held by both parties to the contract.

The following excerpts from Ontario Regulation 881/74, as amended, to the Private Vocational Schools Act, 1974, must be included verbatim on the contractual document.

Section 19

A private vocational school may charge a registration fee which shall not exceed 10 per cent of the total cost of the course of instruction or \$50, whichever is the lesser, and such registration fee shall be applied to the total cost of the course of instruction.

Section 20

(1) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school at least twenty-one days prior to the commencement date of the course of instruction, of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person, except for the registration fee referred to in section 19.

(2) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school at any time prior to the commencement date of the course of instruction, but less than twenty-one days prior to such commencement date of his intention not to commence the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

- (a) the registration fee under section 19; and
- (b) 10 per cent of the fees for the whole course of instruction.

(3) Where a person has contracted for a course of instruction at a private vocational school and gives notice in writing by registered mail to the private vocational school after the commencement date of the course of instruction, of his intention to cease taking the course of instruction, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the person except,

- (a) the registration fee under section 19;
- (b) the proportion of the fees for the whole course of instruction that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction; and

- (c) 10 per cent of the difference between the fees for the whole course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced up to the time of receipt of the notice bears to the whole course of instruction.

(4) Where it is necessary for a private vocational school to supply equipment in addition to written material for a course of instruction and the equipment is supplied to a person and the private vocational school receives from the person a notice under subsections 1, 2 or 3, the private vocational school may make a charge, not exceeding the equivalent retail cost to the private vocational school, for the equipment or for the use thereof, as the case may be, except where the person returns all the equipment to the private vocational school unopened or as issued, within ten days of the receipt of the equipment by the person.

Section 23

Where a private vocational school is required to refund any money under sections 20, 21 or 22, the private vocational school shall refund the money to the person entitled within thirty days of the receipt by the private vocational school of the notice referred to in sections 17, 20 and 21, as the case may be. O. Reg. 881/74, s. 23.

Section 23a

(1) Where a private vocational school has after the commencement date of a course of instruction dismissed a student due to academic failure, contravention of a school regulation, misconduct or failure to pay the required fees under a written contract for a course of instruction and the private vocational school has satisfied the Superintendent that the dismissal was for good cause, the private vocational school shall refund any money paid for or on account of the fees by or on behalf of the student except,

- (a) the registration fee under section 19;
- (b) the proportion of the fees for the whole course of instruction that the part of the course of instruction supplied and serviced to the date of dismissal bears to the whole course of instruction; and
- (c) 10 per cent of the difference between the fees for the whole course of instruction and the proportion of the fees that the part of the course of instruction supplied and serviced to the date of dismissal bears to the whole course of instruction.

(2) Where a private vocational school has dismissed a student under subsection 1, the private vocational school may retain, in addition to the moneys referred to in subsection 1, an amount required to repair or replace any property of the private vocational school that has been damaged or destroyed as a direct result of the action or conduct of the dismissed student and the private vocational school has satisfied the Superintendent that such damage or destruction was caused by the willful action of such student. O. Reg. 485/77, s. 6.